

NH Rail Transit Authority

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Media Policy

March 1, 2009

Section 1: NH Rail Transit Authority Employees

Policy Statement

The Executive Director or his or her designee is authorized to provide an official statement on behalf of the employees of the New Hampshire Rail Transit Authority (NHRTA) to any external agency in relation to any incident or issue that may arise from time to time. Employees must receive confirmation from the Executive Director before making any public statement on behalf of the NHRTA. Confirmation to discuss one issue or incident does not imply that the employee may discuss on behalf of the NHRTA other current or future issues that may arise, without further confirmation.

Points for Consideration

No employee shall allow himself or herself to be interviewed or make statements on behalf of the NHRTA about any NHRTA issue to any media representative without the consent of the Executive Director. Failure to comply will result in disciplinary action. If a member of the media is requesting statement of the NHRTA's position, from an employee, then that employee must politely direct the media representative to the Executive Director and decline further requests to provide information. Where special circumstances exist, employees should be aware that all comments regarding those circumstances are to be referred to the Executive Director or Chairperson of the NHRTA. Under no circumstances are employees permitted to comment as an official position of the NHRTA.

If an employee becomes aware of any newsworthy events or activities that may be developing in his or her area of responsibility, the employee should promptly inform the Executive Director. The NHRTA recognizes that individuals have the right to make public comment and publicly debate political and social issues. However, employees must make it clear that other than in the course of NHRTA business or when giving evidence in court, they are not making an official comment nor representing an official position of the NHRTA.

Employees, only when granted authority to do so, may release contents of official documents or privileged knowledge. Personal opinions should not be offered in place of facts. If permission has been granted for an employee to communicate with the media on behalf of the NHRTA, the employee should be precise in his/her answers. Avoid speculation and conjecture, and deal only with approved topics. The employee should refer the media to appropriate other sources if questions relate to topics beyond his or her area of knowledge or responsibility.

Section 2: Members of the NHRTA Board (This section shall apply appointed board members)

The Chairperson of the NHRTA Board, along with the Executive Director, shall be the primary interface to provide all information to the public on behalf of the Board, i.e. represent the NHRTA Board in stating the Board's positions to the press, etc. In the absence of the NHRTA Chairperson or permission from the chair

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person the Vice Chairperson shall assume all the roles and responsibilities of the chair as described herein. Each Board member shall recognize that it is the responsibility of the Executive Director to speak for and on behalf of the employees of the NHRTA. Any Board member may speak on behalf of the Board on a specific subject as long as he/she receives permission from the NHRTA Board or Chairman. Each board member has the right to update their town, city, organization, etc whom they represent following board meetings, public meetings and other informative sections that involve the NHRTA.

That being said, each Board member has the right to speak for/on his/her own behalf as long as he or she clearly identifies that is the case in any communications that are intended to be released to the public.

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